

NOTICE OF MEETING

LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, APRIL 7, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of March 31, 2010
2. **REQUEST TO BE REINSTATED TO ELIGIBLE LIST** – Debra Marshall, Assistant Administrative Analyst
 - a. Communication from Dennis Thys, Director of Community Development
 - b. Staff report prepared by Mario R. Beas, Executive Director
3. **PROTEST OF DISQUALIFICATION FROM EXAMINATION** – Water Utility Mechanic
 - a. Communication from Bill Baghdanov
 - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
4. **ORDER OF LAYOFF**
Communication from Patrick West, City Manager
5. **BULLETINS**
Plan Checker – Electrical
Plan Checker – Mechanical
6. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Aquatics Supervisor
Building Maintenance Engineer
Geographic Information Systems Analyst
7. **RETIREMENTS**
Jon Kennedy/Senior Survey Technician/Harbor (25 yrs., 5 mos.)
Michael Grippando/Plan Checker – Electrical II/Development Services (5 yrs., 6 mos.)
8. **TRANSFERS**
Nani Blyleven/Administrative Analyst III/Health to Administrative Analyst III/Human Resources
Diana Lam-Brandt/Administrative Analyst I/Long Beach Gas & Oil to Administrative Analyst II/Harbor
Staff report prepared by Diane Dzodin, Administrative Officer
9. **MANAGERS' REPORT**
10. **NEW BUSINESS**
11. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

8:30 A.M. – 07-D-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 31, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 31, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert, Carolyn Smith Watts

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Stephanie Kemp, Personnel Analyst, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of March 17, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**COMMUNICATIONS REGARDING
REQUEST FOR REINSTATEMENT
OF SENIORITY**

The Secretary presented communications from Police Officers Allan R. Legayada, Ray Panek and Sean Hunt, requesting the Commission to reinstate their seniority as Police Officers in the Police Department. All three officers were present and addressed the Commission regarding their requests. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to refer the requests to staff to research and report back to the Commission. The motion carried by a unanimous roll call vote.

**REPORT ON HIRING ACTIVITY
FOR CUSTOMER SERVICE
REPRESENTATIVE AND PARKING
CONTROL CHECKER ELIGIBLE
LISTS:**

The Secretary presented a report prepared by Diane Dzodin, Administrative Officer, on the hiring activity for Customer Service Representative and Parking Control Checker Eligible lists, as requested by the Commission at its regular meeting of January 6, 2010. Ms. Dzodin briefed the Commission with an update on the number of selections having been made from the two eligible lists, stating that six selections were made from each list. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to receive and file the report. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Fire Captain – 46 Applied, 17 Qualified
Police Sergeant – 143 Applied, 32 Qualified

The Secretary thanked Rob Pfingsthorn, Personnel Analyst, his assistant, Ambriz, Personnel Analyst, and support staff for the excellent job in the administration of the Fire Captain examination. He also thanked Caprice McDonald, Personnel Analyst and her assistant, Lourdes Ferrer, Personnel Analyst, and staff for the excellent job in the administration of the Police Sergeant examination.

Commissioner Smith Watts congratulated staff on the process and the outstanding job they did. She stated that she attended the examination and was very impressed with the examination process and staff's efforts.

Commander Joe Stilinovich, also acknowledged staff for the outstanding job they did in the administration of the Police Sergeant examination.

Chris Albers, Battalion Chief, also acknowledged staff for the outstanding job they did in the administration of the Fire Captain examination.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months, with the exception of Senior Civil Engineer (10/8/09) to be

extended for three months. The motion carried by a unanimous roll call vote.

Civil Engineer (4/8/09 & 4/29/09)
Civil Engineering Assistant (10/7/09 & 10/14/09)
Control Center Operator
Senior Civil Engineer (10/8/08)-(3 months)
Supervisor Stores & Property

RESIGNATION:

BRIAN ROBERTS/AMBULANCE OPERATOR/FIRE

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

TRANSFER:

**NANCY VILLASENOR/ADMINISTRATIVE ANALYST
III/PUBLIC WORKS TO ADMINISTRATIVE ANALYST III/
HUMAN RESOURCES**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the subject transfer. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that Melinda George, Deputy Director, was conducting a Selection Interview class for the Supervisory Leadership Academy.

The Secretary provided the Commission with a copy of the Civil Service Commission 2009 Year-End-Report, and congratulated Diane Dzodin, Administrative Officer, for a job well done in completing the report.

NEW BUSINESS:

The Secretary provided the Commission with a communication he received from the City Manager, addressing the FY 11 Structural Deficit, and the requested targeted reduction to the Civil Service Department Budget for FY 2010/2011. He stated the communication provided two targeted areas in reducing the budget, which he provided to the Commission. He also stated that it is requested that the reductions to the budget be submitted

by April 7, 2010, but that staff will request additional time to complete the budget. He stated that he would submit the Civil Service Department requested targeted budget reduction to the Commission on April 14, 2010. The Secretary provided the Commission with a copy of the funding reductions the Civil Service Department has incurred beginning with Fiscal Year 2006/07 – 2009/10. Diane Dzodin, Administrative Analyst, explained the reductions to the Commission.

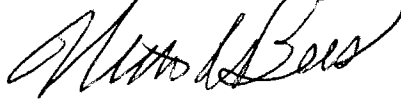
COMMENTS FROM PUBLIC:

Rob Pfingsthorn, Personnel Analyst, thanked the Commission for its comments to staff on the administration of the Fire Captain examination, and thanked staff and the Fire Department staff for their assistance in the administration of the Fire Captain examination.

Caprice McDonald, Personnel Analyst, thanked staff and the Police Department staff for their assistance in the administration of the Police Sergeant examination.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh



City of Long Beach
Working Together to Serve

Memorandum

Agenda Item No.

2

RECEIVED

2010 MAR 26 AM 9:19

Date: March 24, 2010

To: CIVIL SERVICE COMMISSION


CIVIL SERVICE DEPT.

From: *L* Dennis J. Thys, Director, Community Development *DT*

Subject: REINSTATEMENT TO ELIGIBLE LIST

In accordance with Section 90 of the Civil Service Rules and Regulations, please reinstate Debra Marshall to the eligible list for Assistant Administrative Analyst. We believe she is capable of performing in some other position, outside of the Personnel Division in the Community Development Department, in the classification of Assistant Administrative Analyst.

If you have any questions, please contact Nancy Morlock, Administrative Officer, on extension 8-5818.

1 **DATE:** April 7, 2010
2 **TO:** Civil Service Commission
3 **FROM:** Mario R. Beas,  Executive Director
4 **SUBJECT: REQUEST TO RETURN TO THE ASSISTANT ADMINISTRATIVE**
5 **ANALYST ELIGIBLE LIST – DEBRA MARSHALL**

6 Correspondence has been received from Dennis Thys, Director of Community
7 Development, requesting Civil Service Commission approval to return Ms. Marshall to
8 the Assistant Administrative Analyst eligible list. Staff has reviewed the request and
9 recommends that the Commission authorize the return of her name to the eligible list in
10 accordance with Section 90 of the Civil Service Rules and Regulations. Staff presents
11 the following facts for consideration.

12
13 **FACTS FOR CONSIDERATION:**

- 14 • Ms. Marshall was hired from the Assistant Administrative Analyst eligible list as
15 an Assistant Administrative Analyst in the Personnel Division of the Community
16 Development Department on February 20, 2010. On March 20, 2010, Ms.
17 Marshall was dismissed from her position during her probationary term.
- 18 • According to Dennis Thys, Director of Community Development, Ms. Marshall
19 would serve the City well in a different department in the same classification.
- 20 • Upon approval by the Civil Service Commission, Ms. Marshall's name will be
21 returned to the eligible list from which she was originally certified.

22
23 A representative from the Community Development Department will be present to
24 respond to any questions from the Commission.

Agenda Item No.

RECEIVED

2010 MAR 29 PM 4:02

CIVIL SERVICE DEPT.

March 29, 2010

Board of Civil Service Commission
City of Long Beach
333 W Ocean Boulevard, 7th Floor
Long Beach, CA 90802

To Whom It May Concern:

My application for WATER UTILITY MECHANIC was not approved due to not meeting the minimum qualifications as specified in the job opportunity bulletin.


On March 5, 2010, I had spoken with Melinda George, Deputy Director, concerning my completion of the 15 units that is required. I have already completed 6 units (turned in Certificate of Completion with application) and I was in the process of completing the remaining 9 units. Ms. George had suggested me to make a note when the units would be completed.

Since then, I have completed the 9 units that I needed that would make me eligible. Currently I am waiting to receive the Certificate of Completion from Sacramento State via mail.

As my job title, WATER UTILITY MECHANIC NON-CAREER, states, I am currently working as a temporary worker, taking the WATER UTILITY MECHANIC test would increase my chances and my career of becoming a full-time City of Long Beach Water Department employee.

I would like to thank you for taking time to re-consider my qualifications that are required for WATER UTILITY MECHANIC, if you have any questions, please don't hesitate to call me, I can be reached @ 559-281-9922.

Sincerely


Bill Baghdanov

1 **DATE:** April 7, 2010
2 **TO:** Civil Service Commission
3 **FROM:** Donna deAraujo, Assistant Administrative Analyst
4 **SUBJECT: REQUEST TO PARTICIPATE IN EXAMINATION – WATER UTILITY**
5 **MECHANIC**

6
7 Correspondence has been received from Mr. Bill Baghdanov, requesting Civil Service
8 Commission approval to participate in the Water Utility Mechanic examination. Mr.
9 Baghdanov's request falls under Section 6 of the Civil Service Rules and Regulations-
10 Disqualification of Applications.

11 **Facts for Consideration:**

- 12 • As background, on February 17, 2010, the Civil Service Commission approved
13 the job opportunity bulletin for Water Utility Mechanic. Applications were
14 available February 19, 2010 through March 5, 2010. All completed applications
15 and supplemental applications were due in the Civil Service Department by
16 4:30 p.m., March 5, 2010, with required proofs due by 11:59 p.m., March 10,
17 2010. During the filing period, 145 applications were submitted. Of that number,
18 79 candidates were invited to the administration of the written examination and
19 66 applicants were not accepted. Of the 66 applicants not accepted, 12 were
20 not accepted due to insufficient proof of certificates, diplomas, licenses, or
21 transcripts.
- 22 • On March 5, 2010, 1:56 p.m., Mr. Baghdanov applied on-line for the Water
23 Utility Mechanic examination. At that time, Mr. Baghdanov received an
24 automated confirmation that his on-line application was received along with a
25 reminder message: *"Your application has been received and forwarded to our*

1 *staff for review. Applications will not be processed until all required proofs are*
2 *received. Any required proofs, such as certificates, diplomas, licenses, or*
3 *transcripts, must be received in the Civil Service Department within 5 calendar*
4 *days after the last day to obtain applications or by the specified date given on*
5 *the specified job posting."*

- 6 • In submitting his application, Mr. Baghdanov selected *Option One: Completion*
7 *of 15 or more units of Water Utility Science coursework (proof required)* and 6*
8 *months of experience in one or more on the following areas: pipeline*
9 *construction; installation, maintenance and repair of water meters, backflow*
10 *units, services, mains, valves, water production and distribution systems; or*
11 *waste water systems. Mr. Baghdanov did not submit the necessary*
12 *documentation of the coursework required for this option.*
- 13 • On March 5, 2010, Mr. Baghdanov visited the Civil Service Department and
14 spoke with Melinda George, Deputy Director regarding his concerns in meeting
15 the completion of 15 units of Water Utility Science coursework as he had
16 completed 6 units at the time of filing and was in the process of completing the
17 remaining 9 units. Ms. George advised Mr. Baghdanov to include an
18 explanation on his application when the units would be completed. This would
19 allow staff to be aware of his situation in reviewing his qualifications although he
20 was also informed that candidates were expected to meet the minimum
21 qualifications by the close of the filing period.
- 22 • Civil Service staff reviewed the applications for Water Utility Mechanic, including
23 Mr. Baghdanov's application. On March 26, 2010, Mr. Baghdanov was sent
24 notification via email that his application was not accepted due to failure to meet
25 the minimum requirements as outlined in the job opportunity bulletin.

- 1 • On March 30, 2010, Mr. Baghdanov contacted staff to inquire what steps to
2 take in order to be allowed to participate in the examination for Water Utility
3 Mechanic. Staff explained to Mr. Baghdanov that the deadline to turn in proofs
4 was indicated on the job opportunity bulletin. He was advised that he could
5 submit a formal request to the Civil Service Commission asking approval to
6 participate in the examination.
- 7 • As Mr. Baghdanov has not provided any additional documentation, it is unclear
8 as to whether he may now meet the requirements to file for Water Utility
9 Mechanic. He has informed staff that he completed the coursework on March
10 27, 2010 but has not received confirmation. However, it is clear that he did not
11 meet the requirements at the time of filing.
- 12 • Mr. Baghdanov was held to the same screening standards as other candidates,
13 including the other 11 candidates who were not accepted due to failure to
14 provide the necessary documentation.
- 15 • Mr. Baghdanov has been informed that this request is on today's agenda. If
16 the Commission approves this request, he can be accommodated at the written
17 examination, scheduled for this afternoon at 12:30 p.m., Wednesday, April 7,
18 2010.
19

20 Based on the preceding information, staff recommends denial of Mr. Baghdanov's
21 request.
22

23
24 **DMD**

25 04/2010) Request to Participate in Examination WUM (Baghdanov)

WATER UTILITY MECHANIC

Job Number: 23

SALARY RANGE:

Grades I - III: \$1,301.60 to \$2,244.72 Biweekly
\$2,830.00 to \$4,880.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,
February 19, 2010 through March 5, 2010.
Completed applications and supplemental
applications must be received in the Civil Service
Department by 4:30 p.m., March 5, 2010.
Postmarks will not be accepted.**

REQUIREMENTS TO FILE: A minimum of one year full-time (equivalent) paid experience in one or more of the following areas: pipeline construction; installation, maintenance and repair of water meters, backflow units, services, mains, valves water production and distribution systems; or waste water systems.

A valid Grade 1 Water Distribution Operator Certificate (proof required)* or completion of 15 or more units of Water Utility Science coursework (proof required)* may be substituted for up to 6 months of experience.

Ability to respond to emergency call-outs on a 24-hour basis and to report to the Operations Service Center for emergency calls within a thirty-minute timeframe.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

A Class B driver's license with tanker endorsement will be required before the completion of probation.

***Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., March 10, 2010. Documents may be received in person, via email to civilservice@longbeach.gov, or fax to (562) 570-5293.**

EXAMPLES OF DUTIES: Under general supervision, performs a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and waste water

(Examples of Duties Continued) collection system facilities, equipment and components; installs, maintains, repairs and replaces water mains, water services, control valves, meters, fire hydrants, and other water distribution system components; locates and repairs water pipeline defects; cuts, threads, fits and joins pipes and tubing; makes taps on water mains; excavates, shores, backfills and compacts trenches; operates trucks, pneumatic and hydraulic tools and related construction equipment; inspects and cleans sanitary sewer lines; locates and clears sewer pipeline blockages; locates and repairs sewer manholes; notifies customers and effects water distribution shutdowns; collects water samples for subsequent analysis; reads, exchanges, repairs and tests water meters; answers customer calls for main breaks, fire hydrant breaks, service breaks, meter turn-offs and turn-ons, no water and low pressure reports, meter leaks, dirty water and noise in water lines reports; conducts fire hydrant flushing operations; investigates improper or unusual conditions of water utilization; inspects private or public premises for water leaks and sewage overflows; under direction, installs, repairs, and otherwise maintains critical sewer pump station components; conducts pressure and fire hydrant flow tests; repairs, exchanges and otherwise maintains fire hydrants; tests, repairs or replaces backflow assemblies; and performs other related duties as required.

EXAMINATION WEIGHTS:

Written Examination.....100%
(Scope: Tool Identification, Pipeline Construction, and Customer Service)

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written exam will be scheduled shortly after close of filing. If you have not received notification by March 19, 2010, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.



4

RECEIVED
2010 MAR 31 PM 4:48
CIVIL SERVICE DEPT

Date: March 31, 2010
To: Civil Service Commission
From: Patrick H. West, City Manager *PH West*
Subject: **REQUEST FOR ORDER OF LAYOFF**

The Development Services Fund (SR 137) was created at the beginning of Fiscal Year 2007. Since the inception, the fund has received financial assistance every year in order to close with a positive fund balance. In an effort to minimize any anticipated FY 10 revenue shortfalls and alleviate any additional financial assistance this reduction is necessary. In addition, this staffing reduction will meet the current demand for inspection services within the Department of Development Services. Therefore, it is requested that the Civil Service Commission prepare an Order of Layoff for the classification listed below:

| Classification | FTE | Bureau | Division |
|--------------------------------|-----|---------------------|-------------|
| Combination Building Inspector | 2.0 | Building and Safety | Inspections |
| Combination Building Inspector | 1.0 | Building and Safety | Engineering |

While the list above represents three positions currently proposed for reduction, additional positions may be identified as the City prepares to address further budget shortfalls.

Should you have any questions, please do not hesitate to contact Debbie Mills, Acting Director of Human Resources at 570-6140 or Ken Walker, Manager of Personnel Operations at 570-6243.

CC: Suzanne Frick, Assistant City Manager
Reginald I. Harrison, Deputy City Manager
Debbie Mills, Acting Director of Human Resources
Lori Ann Farrell, Director of Financial Management
Kenneth A. Walker, Manager, Personnel Operations

PLAN CHECKER – ELECTRICAL

Job Number: 30

SALARY RANGE:

Grade I-II \$2,467.20 to \$3,625.76 Biweekly
\$5,364.00 to \$7,883.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m. April 9 through April 23, 2010.

Completed applications and supplemental applications must be received in the Civil Service Department on or before 4:30 p.m., April 23, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE:

A) A Bachelor's degree In Electrical Engineering from an accredited college or university (proof required.)* and four or more years of experience in electrical construction and/or electrical engineering; **OR**

B) Current International Code Council (ICC) certification in Electrical Inspection or Plans Examiner (proof required)* **AND** one of the following options:

1) One or more years of recent experience as a Principal Building Inspector (or similar title) in a municipal or county building department; **OR 2)** Two or more years of recent, professional experience equivalent to the duties performed by a Senior Electrical Inspector (or similar titles) or Electrical Plans Examiner in a municipal or county building department; **OR 3)** Four or more years of recent, professional experience as a Senior Plumbing Inspector, Senior Mechanical Inspector or Senior Combination Building Inspector (or similar titles) in a municipal or county building department.

Ability to: use personal computers; speak clearly, read accurately and comprehend, interpret, and retain information given verbally and in writing; exercise good judgment, tact and initiative when dealing with the public; and make appropriate decisions quickly and independently.

Willingness to work weekends, holidays and irregular hours.

A valid motor vehicle operator's license may be required. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

***Applications will not be processed until all required proofs and/or documentation are received. Any required proofs or documentation, such as certificates, diplomas, licenses or transcripts, must be received in the Civil Service Department by 11:59 p.m. April 28, 2010. Documents may be received in person, via email to civilservice@longbeach.gov or fax to (562) 570-5293.**

EXAMPLES OF DUTIES: Under direction, plans, develops and maintains a system of checking electrical plans, specifications and permit applications for compliance with applicable laws and ordinances for electrical systems; establishes procedures for acceptance and processing of electrical plans and permits; checks electrical plans, obtains corrections, grants approvals, computes fees, approves changes, and coordinates other plans processed by the department; consults with and advises electrical engineers and designers on matters related to electrical plans, electrical code problems and complex installations; advises Electrical Inspectors in the inspection of complex installations; assists in the training of personnel assigned to electrical inspection of projects in progress; prepares electrical ordinance changes as requested; maintains records and prepares correspondence and reports; may perform occasional field inspections; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on an eligible list, with those receiving Veteran's Credit First, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications and required documents submitted. Resumes will be accepted, but may not be substituted in lieu of the required application and supplemental application. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration.

If you have not received notification by May 5, 2010 contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

PLAN CHECKER – MECHANICAL

Job Number: 31

SALARY RANGE:

Grades I-II \$2,467.20 to \$3,625.76 Biweekly
\$5,364.00 to \$7,883.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m. April 9, 2010 through April 23, 2010.

Completed applications and supplemental applications must be received in the Civil Service Department on or before 4:30 p.m., April 23, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE:

A) A Bachelor's degree in Mechanical Engineering from an accredited college or university (proof required*) and four or more years of professional experience in mechanical construction and/or mechanical engineering; **OR**

B) Current International Association of Plumbing and Mechanical Officials (IAPMO) or International Code Council (ICC) certification in Mechanical Inspection or Plans Examiner (proof required*);

AND one of the following:

1) One or more years of recent professional experience as a Principal Building Inspector (or similar title) in a municipal or county building department; **OR 2)** Two or more years of recent professional experience equivalent to the duties performed by a Mechanical Plans Examiner or Senior Mechanical Inspector (or similar titles) in a municipal or county building department; **OR 3)** Four or more years of recent professional experience equivalent to the duties performed by a Senior Plumbing Inspector, Senior Electrical Inspector or Senior Combination Building Inspector (or similar titles) in a municipal or county building department;

Ability to: use personal computers; speak clearly, read accurately and comprehend, interpret, and retain information given verbally and in writing; exercise good judgment, tact and initiative when dealing with the public; and make appropriate decisions quickly and independently.

Willingness to work weekends, holidays and irregular hours.

A valid motor vehicle operator's license may be required. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

***Applications will not be processed until all required proofs and/or documentation are received. Any required proofs or documentation, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Dept. by 11:59 p.m. April 28, 2010. Documents may be received in person, via email to civilservice@longbeach.gov or fax to (562) 570-5293.**

EXAMPLES OF DUTIES: Under direction, plans, develops, and maintains a system of checking mechanical plans, specifications, and permit applications for compliance with applicable laws and ordinances for heating, ventilation, air conditioning, and refrigeration; establishes procedures for acceptance and processing of mechanical plans and permits; checks mechanical plans, obtains corrections, grants approvals, computes fees, approves changes, and coordinates other plans processed by the department; consults with and advises mechanical engineers, contractors or agents on matters related to mechanical plans, mechanical code problems and complex installations; assists in the training of personnel assigned to mechanical inspection of projects in progress; prepares mechanical ordinance changes as requested; may perform occasional field inspections; maintains records, prepares correspondence and reports; performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on an eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications and required documents submitted. Resumes will be accepted, but may not be substituted in lieu of the required application and supplemental application. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration.

If you have not received notification by May 5, 2010 contact the Civil Service Department at (562) 570-

This information is available in an alternative format by request at (562) 570-6202.

1 **DATE:** April 7, 2010

2 **TO:** Civil Service Commission

3 **FROM:**  Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR TRANSFERS OF NANI BLYLEVEN,**
5 **ADMINISTRATIVE ANALYST AND DIANA LAM-BRANDT,**
6 **ADMINISTRATIVE ANALYST**

7 The Health and Human Services Department and the Human Resources Department
8 have agreed to transfer Nani Blyleven, Administrative Analyst III, from the Health and
9 Human Services Department to the Human Resources Department as an
10 Administrative Analyst III. Ms. Blyleven concurs with the transfer.

11
12 The Long Beach Gas and Oil Department (Oil Properties) and the Harbor Department
13 have agreed to transfer Diana Lam-Brandt, Administrative Analyst I, from the Long
14 Beach Gas and Oil Department (Oil Properties) to the Harbor Department as an
15 Administrative Analyst II. Ms. Lam-Brandt concurs with the transfer.

16
17 Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is
18 recommending Commission approval of the above transfers of Nani Blyleven to the
19 Human Resources Department and Diana Lam-Brandt to the Harbor Department.
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